

## BTA Final Exam Study Guide

### Computer Essentials

1. Which of the following is a personal computer?
  - a. supercomputer
  - b. mainframe
  - c. desktop
  - d. all of the above
2. Processing tasks occur on the \_\_\_\_\_.
  - a. mouse
  - b. keyboard
  - c. motherboard
  - d. operating system
3. The physical components of a computer are referred to as \_\_\_\_\_.
  - a. operating systems
  - b. specifications
  - c. configurations
  - d. hardware
7. \_\_\_\_\_ allocate system resources, manage storage space, maintain security, detect equipment failure, and control basic input and output.
  - a. Database management software
  - b. Utilities
  - c. Firewalls
  - d. Operating systems
12. An example of an output device is a \_\_\_\_\_.
  - a. printer
  - b. keyboard
  - c. mouse
  - d. touch pad
16. What temporarily holds programs and data while the computer is on and allows the computer to access that information randomly?
  - a. cache
  - b. RAM
  - c. ROM
  - d. CMOS
17. Antivirus software protects against which of the following types of malware?
  - a. Viruses
  - b. Trojan horses
  - c. Worms
  - d. all of the above
18. The practice of sending e-mails to customers or potential customers of a legitimate Web site asking them to click a link in the e-mail is called \_\_\_\_\_.
  - a. spoofing
  - b. phishing
  - c. pharming
  - d. spamming



19. The network shown in the figure above is a \_\_\_\_\_ network.
  - a. WiMAX
  - b. client/server
  - c. WLAN
  - d. Bluetooth

## Word 2010

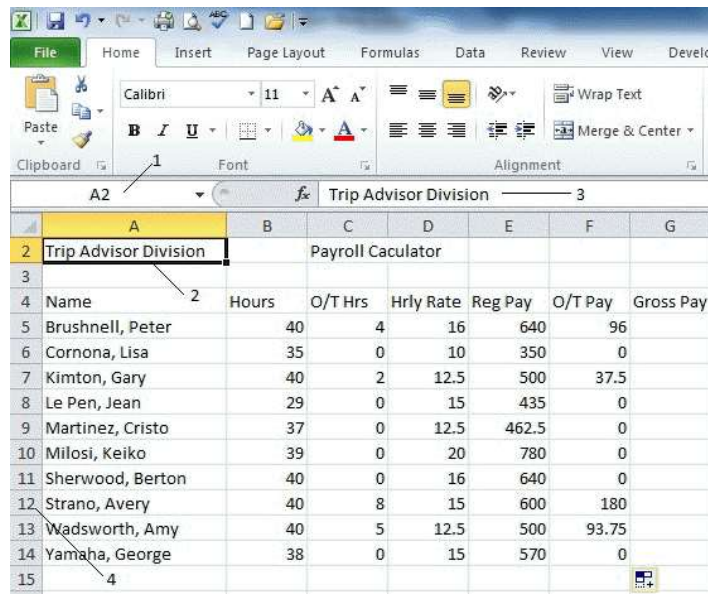
- \_\_\_\_ 1. By default, Word positions text you type at the \_\_\_\_.
- a. left margin
  - b. bottom tab
  - c. center margin
  - d. right margin
- \_\_\_\_ 2. Word flags a potential error in the document window with a wavy underline. A \_\_\_\_ wavy underline means the flagged text is not in Word's dictionary (because it is a proper name or misspelled).
- a. yellow
  - b. blue
  - c. red
  - d. green
- \_\_\_\_ 3. When the Mini toolbar appears, it initially is \_\_\_\_.
- a. red
  - b. transparent
  - c. blue
  - d. green
- \_\_\_\_ 5. Which element of the Word program window contains buttons for saving a document and for undoing, redoing, and repeating a change?
- a. Quick Access Toolbar
  - b. Status Bar
  - c. Home Tab
  - d. Title Bar
- \_\_\_\_ 6. Where in the Word program window would you find the top and bottom margins?
- a. vertical ruler
  - b. horizontal ruler
  - c. vertical scroll bar
  - d. horizontal scroll bar
- \_\_\_\_ 7. Word tabs, such as the File and Home tabs, are organized in groups on the \_\_\_\_.
- a. Title Bar
  - b. Quick Access Toolbar
  - c. Status Bar
  - d. Ribbon
- \_\_\_\_ 8. Which key is used to remove the character before the insertion point?
- a. Tab
  - b. Delete
  - c. Backspace
  - d. Enter
- \_\_\_\_ 9. Which key is used to remove the character after the insertion point?
- a. Delete
  - b. Tab
  - c. Enter
  - d. Backspace
- \_\_\_\_ 10. What is the default file extension for a document created in Word 2010?
- a. .word
  - b. .doc
  - c. .docx
  - d. .ppt
- \_\_\_\_ 11. Which command is used to create a duplicate copy of a file, while leaving the original file intact?
- a. Save As
  - b. Save
- \_\_\_\_ 14. Which feature would you use to find and insert a synonym for an overused word?
- a. Spelling and Grammar
  - b. AutoCorrect
  - c. Find and Replace
  - d. Thesaurus
- \_\_\_\_ 15. Which feature could you use to highlight all instances of a word in a document?
- a. Spelling and Grammar
  - b. AutoCorrect
  - c. The Find command in the Navigation pane
  - d. Thesaurus
- \_\_\_\_ 16. User-defined details about a document that describe its contents and origin are known as:
- a. Document details
  - b. Document properties
  - c. Document summaries
  - d. Document information

- \_\_\_\_ 17. A \_\_\_\_\_ is text or a graphic that, when clicked, “jumps” the viewer to a different location or program.
- a. **hyperlink**
  - b. clip art
  - c. command
  - d. insert
- \_\_\_\_ 46. How do you ensure that the Format Painter remains active until you turn it off?
- a. Hold [Ctrl] + Format Painter
  - b. Right-click the Format Painter
  - c. **Double-click the Format Painter**
  - d. Click the Format Painter once
- \_\_\_\_ 48. What is the default font formatting in Word 2010?
- a. 12-point Calibri
  - b. 12-point Times New Roman
  - c. 11-point Times New Roman
  - d. **11-point Calibri**
- \_\_\_\_ 50. What kind of graphic can be moved independently of text?
- a. outline graphic
  - b. moveable graphic
  - c. **floating graphic**
  - d. inline graphic
- \_\_\_\_ 51. Which type of indent results in subsequent lines of a paragraph being indented more than the first line?
- a. First Line indent
  - b. Negative indent
  - c. Right indent
  - d. **Hanging indent**
- \_\_\_\_ 52. Which type of indent results in the left edge of the paragraph being moved in from the left margin?
- a. Negative indent
  - b. **First Line indent**
  - c. Left indent
  - d. Right indent
- \_\_\_\_ 58. How do you force text in a column to the top of the next column?
- a. Apply text wrapping
  - b. Insert a page break
  - c. **Insert a column break**
  - d. Insert a continuous break

## EXCEL 2010

1. An electronic \_\_\_\_ is an application you use to perform numeric calculations and to analyze and present numeric data.
  - a. database
  - b. **spreadsheet**
  - c. dataform
  - d. project
2. In Excel, the electronic spreadsheet you work in is called a \_\_\_\_.
  - a. tablet
  - b. databook
  - c. numericsheet
  - d. **worksheet**
3. In Excel, a worksheet is contained in a file called a \_\_\_\_.
  - a. **workbook**
  - b. workpad
  - c. notebook
  - d. datapad
4. You can use a spreadsheet to \_\_\_\_ by using variable values to investigate and sample different outcomes.
  - a. represent values graphically
  - b. organize data
  - c. **create what-if data scenarios**
  - d. perform calculations
5. \_\_\_\_ below the worksheet grid let you switch from sheet to sheet in a workbook.
  - a. Cell pointers
  - b. Mode indicators
  - c. Scroll bars
  - d. **Sheet tabs**

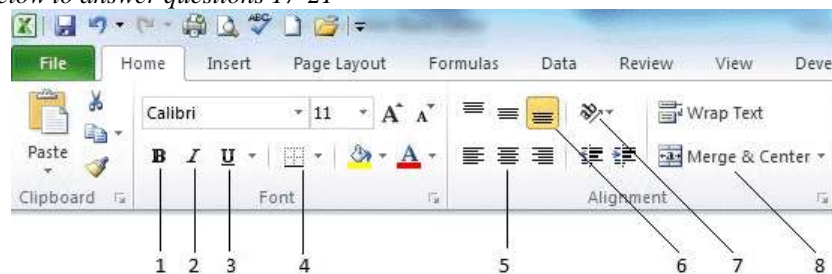
*Use the figure below to answer questions: 6-10*



6. As shown in the figure above, item \_\_\_\_ points to the Name box.
  - a. 1
  - b. 2
  - c. 3
  - d. 4
7. As shown in the figure above, item \_\_\_\_ points to the formula bar.
  - a. 1
  - b. 2
  - c. 3
  - d. 4
8. As shown in the figure above, item \_\_\_\_ points to the cell pointer, which outlines the active cell.
  - a. 1
  - b. 2
  - c. 3
  - d. 4
9. The entry in cell B4 in the figure above is a \_\_\_\_\_.
  - a. label
  - b. formula
  - c. number
  - d. value
10. The entry in cell B5 in the figure above is a \_\_\_\_\_.
  - a. label
  - b. formula
  - c. graphic
  - d. value
11. All Excel formulas begin with the \_\_\_\_\_.
  - a. plus sign (+)
  - b. asterisk (\*)
  - c. equal sign (=)
  - d. slash (/)
12. A(n) \_\_\_\_\_ is an entry in a cell that contain text such as “2011 Sales” or “Travel Expenses.”
  - a. value
  - b. label
  - c. formula
  - d. argument
13. A(n) \_\_\_\_\_ is a built-in formula that uses arguments to calculate information.
  - a. label
  - b. function
  - c. template
  - d. indicator
18. \_\_\_\_\_ operators perform mathematical calculations such as adding and subtracting.
  - a. Text concatenation
  - b. Reference
  - c. Arithmetic
  - d. Comparison
19. Possible paper orientations for printing a worksheet are landscape and \_\_\_\_\_.
  - a. preview
  - c. normal

- b. portrait d. page break
21. If cell A1 contained 10, cell A2 contained 2 and cell A3 contained  $=A1/A2$ , what would cell A3 show on the worksheet?
- a.  $=A1/A2$  c. 5  
b.  $=10/2$  d.  $=5$
22. In the formula  $=D1+C1/F3$ , which calculation will be performed first?
- a.  $C1/F3$  c.  $D1/F3$   
b.  $D1+C1$  d.  $D1+F3$
28. Which type of cell reference preserves the exact cell address in a formula?
- a. absolute c. relative  
b. mixed d. All of the above
29. In the formula  $=(G15-G14)*\$M\$3/4$ , which mathematical operation is performed first?
- a.  $\$M\$3/4$  c.  $(G15-G14)$   
b.  $(G15-G14)*\$M\$3$  d.  $(G15-G14)/4$
30. In the formula  $=ROUND(D4:F4,0)$ , what does the zero indicate?
- a. the number of decimal places in the rounded number c. a null value  
b. the number of times the formula should be repeated d. the value for cell F4
32. Excel templates include which of these categories?
- a. budgets c. expense reports  
b. timesheets d. All of the above
33. To continue a sequence in adjacent cells, such as months of the year, use the \_\_\_\_ feature of Excel.
- a. SUM function c. fill handle  
b. redo d. copy/paste
34. How can the order of precedence in this formula,  $=C12+C13*F4$ , be changed so that cells C12 and C13 are added together as the first operation that occurs?
- a.  $=C12+(C13*F4)$  c.  $=\$C12+\$C13*F4$   
b.  $=(C12+C13)*F4$  d.  $=C12*F4+C13$

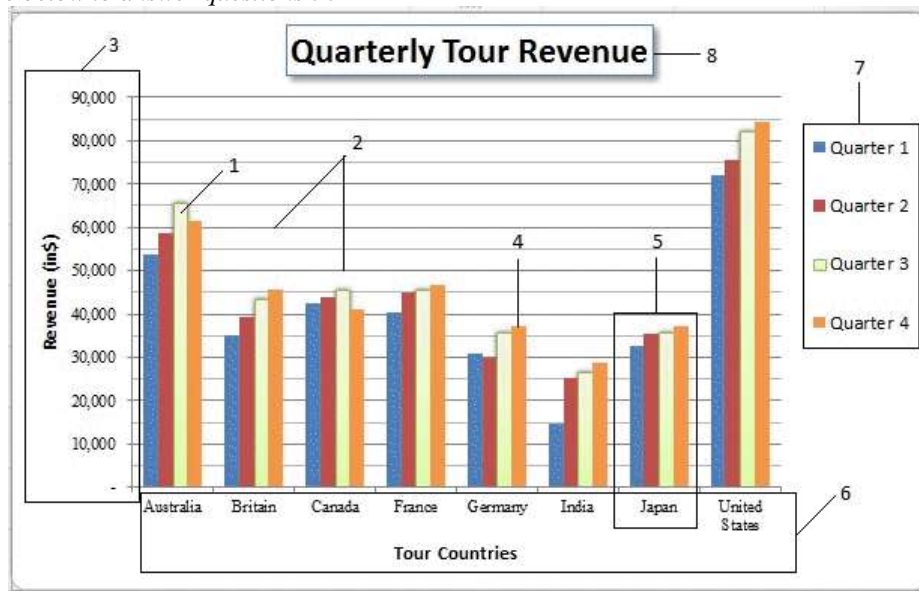
Use the figure below to answer questions 17-21



17. As shown in the figure above, item 1 points to the \_\_\_\_ button.
- a. Bold c. Box  
b. Border d. Styles
18. As shown in the figure above, item \_\_\_\_ points to the Center button.
- a. 4 c. 6  
b. 5 d. 8
19. As shown in the figure above, item \_\_\_\_ points to the Merge & Center button.

- a. 4  
b. 5
- c. 6  
d. 8
20. As shown in the figure above, item \_\_\_\_ points to the Bottom Border button.  
a. 3  
b. 4  
c. 5  
d. 6
21. As shown in the figure above, item \_\_\_\_ points to the Text Orientation button.  
a. 3  
b. 4  
c. 7  
d. 8
22. Double-clicking the column line to the right of a column activates the \_\_\_\_ feature for the column.  
a. AutoCorrect  
b. Format  
c. AutoFit  
d. Format as Table
24. A small, \_\_\_\_ triangle appears in the upper-right corner of a cell containing a comment.  
a. red  
b. blue  
c. green  
d. yellow
25. A theme can be applied using the Themes button in the Themes group on the \_\_\_\_ tab on the Ribbon.  
a. Home  
b. Data  
c. Page Layout  
d. Review
26. The formatting due to \_\_\_\_ formatting is automatically updated if you change data in the worksheet.  
a. conditional  
b. spatial  
c. dynamic  
d. data
28. ##### in a cell means that the \_\_\_\_\_.  
a. formula contains an error  
b. value contains an error  
c. label has a spelling error  
d. column is too narrow to show full value

Use the figure below to answer questions 38-44



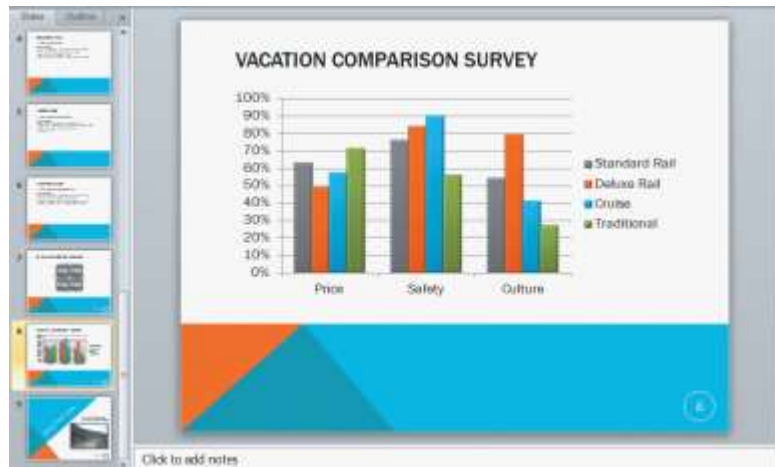
38. As shown in the figure above, item \_\_\_\_ represents four data points.  
a. 1  
b. 3  
c. 4  
d. 5

39. As shown in the figure above, item \_\_\_\_ represents the vertical axis.
- a. 1
  - b. 3
  - c. 6
  - d. 7
40. As shown in the figure above, item 4 points to a \_\_\_\_.
- a. data point
  - b. tick mark
  - c. data series
  - d. data marker
41. As shown in the figure above, which country has the highest quarterly sales?
- a. Australia
  - b. Britain
  - c. Japan
  - d. USA
42. As shown in the figure above, item \_\_\_\_ represents the horizontal axis.
- a. 2
  - b. 3
  - c. 6
  - d. 7
43. As shown in the figure above, item 2 points to \_\_\_\_.
- a. gridlines
  - b. vertical axis
  - c. data marker
  - d. data series
44. As shown in the figure above, item 7 represents \_\_\_\_.
- a. data markers
  - b. tick marks
  - c. the plot area
  - d. the legend

## POWERPOINT 2010

2. A presentation with a clear message that reads like a \_\_\_\_ and is illustrated with appropriate visual aids will have the greatest impact on your audience.
- a. billboard
  - b. Web page
  - c. novel
  - d. story
3. Which of the following items can you import into a presentation?
- a. digital images
  - b. numerical data
  - c. text
  - d. All of the above
4. The maximum number of slides you can have on a handout is \_\_\_\_.
- a. four
  - b. six
  - c. nine
  - d. 12
5. Which of the following is an exception to copyright protection?
- a. copyright infringement
  - b. cyberlaw
  - c. fair use
  - d. intellectual property
6. The default view that PowerPoint opens in is called \_\_\_\_.
- a. Slide
  - b. Normal
  - c. Standard
  - d. Edit
7. The \_\_\_\_ organizes all of PowerPoint's primary commands.
- a. Standard toolbar
  - b. Tab group
  - c. Quick Access toolbar
  - d. Ribbon
10. The Slides tab displays each slide as a(n) \_\_\_\_.
- a. outline
  - b. thumbnail
  - c. icon
  - d. full-sized slide

11. After you enter text in a placeholder, the placeholder becomes a text \_\_\_\_\_.
  - a. block
  - b. box
  - c. object
  - d. frame
12. When you are typing in a text placeholder, which feature decreases the font size in order to fit the text in the placeholder?
  - a. the Autofit Options button
  - b. the Autofit Text button
  - c. the Text Options button
  - d. the AutoFont Options button
13. When you embed fonts, the size of your presentation \_\_\_\_\_.
  - a. decreases
  - b. increases
  - c. remains the same
  - d. doubles
14. With PowerPoint, you can import text, photographs, numerical data, and facts from files created in such programs as \_\_\_\_\_.
  - a. Microsoft Word
  - b. Microsoft Excel
  - c. Microsoft Access
  - d. All of the above
33. What happens to a word you type that is not in the electronic dictionary?
  - a. A wavy red line appears under the word.
  - b. A wavy blue line appears under the word.
  - c. The word appears in red type.
  - d. The Mini spell checker appears.



1. In the chart above, the words “Price, Safety, and Culture” label the x-axis of the chart. This x-axis is also called the \_\_\_\_\_.
  - a. horizontal axis
  - b. value axis
  - c. category axis
  - d. legend
2. In the chart above, the percentages listed vertically along the left edge of the chart make up the y-axis. This y-axis is also called the \_\_\_\_\_.
  - a. horizontal axis
  - b. value axis
  - c. category axis
  - d. legend
3. In the above figure, along the right edge of the chart there is a small green colored square with the word “Traditional” next to it. This square and label is part of the \_\_\_\_\_.
  - a. map
  - b. legend
  - c. label set
  - d. series set



5. You can insert \_\_\_\_ different kinds of pictures into PowerPoint.
  - a. 14
  - b. 17
  - c. 19
  - d. 20
6. Although your e-mail program allows you to attach files, you can send a presentation using Outlook from within PowerPoint. Click the File tab, click Save & Send, click Send Using E-mail in the center pane, then click Send as \_\_\_\_\_.
  - a. Attachment
  - b. File
  - c. Folder
  - d. Presentation
7. PowerPoint uses \_\_\_\_\_, if it is installed, to create numerical charts.
  - a. SmartChart
  - b. SmartArt
  - c. Excel
  - d. Tables
10. The \_\_\_\_\_ chart type tracks values over time.
  - a. Bar
  - b. Area
  - c. Pie
  - d. Line
11. The \_\_\_\_\_ chart type shows changes in values in relation to a center point.
  - a. Doughnut
  - b. Radar
  - c. Bubble
  - d. Surface
16. Cells in the first or top row are \_\_\_\_\_ names and provide further information about the data.
  - a. category
  - b. value
  - c. legend
  - d. heading
17. When the \_\_\_\_\_ button is active, the sizing handles appear as straight black lines.
  - a. Text Box
  - b. Crop
  - c. Compress
  - d. Rotate



18. The numbers "00:07" that appear under each of the slides above is the \_\_\_\_\_ timing.
  - a. animation
  - b. transition
  - c. slide
  - d. rehearse
19. The figure above shows a PowerPoint presentation in \_\_\_\_\_ view.
  - a. Slide Show
  - b. Slide Sorter
  - c. Normal
  - d. Reading

20. A black slide during a slide show indicates \_\_\_\_.
- a. a hidden slide
  - b. the beginning of the slide show
  - c. the end of the slide show
  - d. a pause between two linked slide shows
21. During a slide show, which key is pressed to pause the slide show?
- a. [B]
  - b. [P]
  - c. [S]
  - d. [Esc]
22. Which key is pressed to go to the last slide in a slide show?
- a. [End]
  - b. [E]
  - c. [Esc]
  - d. [Enter]
23. Entrance and Exit are \_\_\_\_.
- a. transition settings
  - b. animation categories
  - c. animation effects
  - d. transitions
24. Animation tags identify the \_\_\_\_ in which objects are animated during slide show.
- a. order
  - b. speed
  - c. direction
  - d. priority
26. Use \_\_\_\_ colors for slide background and text to make the text readable.
- a. contrasting
  - b. complementary
  - c. primary
  - d. vibrant
27. You are twice as likely (\_\_\_\_) to achieve your communication objectives using a visual presentation.
- a. 47%
  - b. 67%
  - c. 87%
  - d. 97%